

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

**(HYBRID) ACCOUNTING MANAGER**  
Permanent Full Time

<b>JOB ID:</b> C34-25	<b>LOCATION:</b> Hybrid & 30 Centre St, Orangeville ON
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on April 11, 2025

Reporting to the Manager of Corporate Finance/Treasurer, the Accounting Manager assists with the handling of all the financial operations of the County including accounts payable, accounts receivable, tangible capital assets, cost accounting, producing financial statements, and performing year end functions. In addition, the Accounting Manager is responsible for the supervision and leadership of assigned staff within the division.

**What we can offer YOU!**

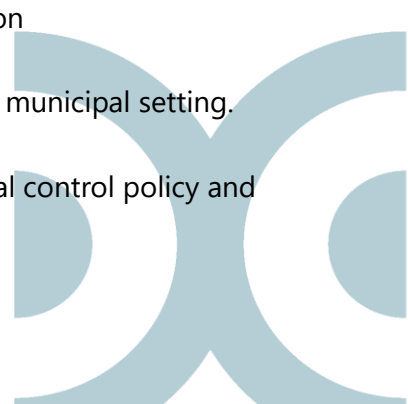
- A competitive hourly wage ranging between \$55.96 - \$65.45 (January 1, 2025 Non-Union Pay Grid);
- Hybrid work arrangements
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you'll do**

- General direction over the Finance division, including the leadership, development, mentoring, coaching, and training of staff to support departmental operations, goals, and initiatives.
- Support and coordinate month and year-end financial procedures and ensure timely and effective reporting.
- Assists in the preparation of reports for consideration by Council and Committees
- Monitor bank accounts and investigate unknown debit or credit transactions
- Approve accounts payables on a weekly basis
- Review journal entries for accuracy prior to posting
- Post all sub-ledger and general ledger transactions
- Perform account reconciliations for balance sheet accounts
- Manage distribution of corporate cards, (credit cards, grocery cards, gas cards, etc.)
- Provide support to managers in preparing budgets to ensure accuracy and completeness of submissions.
- Co-ordinate the year-end audit process. Act as is the primary liaison with the auditors.
- Participate in the development and implementation of policies/procedures and internal control processes that pertain to financial transactions and reporting.
- Other duties as assigned

**What you'll bring**

- University degree in Accounting, Business Administration or Public Administration
- Chartered Professional Accountant (CPA) designation.
- A minimum of three (3) years demonstrated financial experience, preferably in a municipal setting.
- A minimum of three (3) years supervisory experience
- Knowledge of public sector accounting, financial reporting, auditing and financial control policy and procedures



- Knowledge of legislation, policies and procedures related to the municipal finance function.
- Strong computer skills including the use of Microsoft Office programs, specifically Word and Excel, and related financial accounting systems.
- Ability to think and interact effectively, tactfully, and courteously with all levels of staff, building a cooperative and collaborative working relationship with internal and external customers.
- Analytical, problem-solving and research skills; accuracy and attention to detail.
- Excellent oral and written communication skills.
- Ability to work under pressure, complete multiple assignments, and function effectively in a high-volume workplace with tight deadlines.
- Effective leadership skills, with a strong focus on mentoring and motivating employees.

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### **Ready to apply?**

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by April 25, 2025. Please note: assessment/testing may be required for candidates moving forward in the selection process for this position. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

